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**ST FRANCIS PROPERTY OWNERS NPC DIRECTOR'S BOARD MEETING  
Friday 3<sup>rd</sup> August 2018**

**Present:–** W Furphy (WF); G Vorster (GV); Chris Gray (CG); P Pezarro (PLP); G Miller (GM),  
L Aitken (LA); Craig Northwood (CN), Deon Pienaar (DP);

**1 Welcome**

WF welcomed all.

**2 Apologies**

P Mountford (PM); Mick Scheckter (MS)

**3 Confirmation of the Previous Minutes**

GV proposed.

**4 Matters Arising from the Previous Meeting.**

None

**5 SRA Application to Kouga:**

WF and CN met with the Municipal Manager and Lee-Ann Opperman of the Legal Department to finalise the Finance Agreement governing the SRA. The document will be ready for signature soon.

A new bank account called "NPC Levy Account" is being opened for the SRA Levy funds in line with the policy and details need to be forwarded to KM as soon as they are available (PLP). PLP to get advice on how VAT will apply.

Property owners from outside the demarcated area that have expressed a willingness to contribute will be able to make donations. An oversight committee will be formed to monitor and manage these contributions.

The Levy is not being shown separately on the utility bills because the KM's computer systems are very old and cannot presently provide for this. However, it is our understanding that Bytes will continue to work with the KM to show the SRA Levy as a separate line item on its invoices.

Documentation has been prepared for those wishing to apply for SRA Levy relief and is available through the SFPO office and the St Francis United Church Office. This was initiated by several people from Samaritans and the Church asking how they could assist with the establishment and running of a SRA Levy relief programme. A meeting was held with representatives from Samaritans, the Church and Rotary on June 20, 2018 which agreed as to how this relief programme would be implemented. Their respective organisations were consulted. As a result the details have been circulated to the press and will go out on the SFPO database as a special newsletter. A three person impartial panel will assess all applications confidentially.

**6 Finance :**

6.1 **Statutory** - Nothing to add.

6.2 **Fund Raising** – Nothing to add

- 6.3 **Financial Reports** – PLP presented the Management Accounts for July
- The accounts files have been given to Moore Stephens for the annual compilation of accounts for the last financial year.
  - A more detailed Cash Flow forecast will be initiated at the beginning of the new financial year (1 July). The cash flow structure is to follow the budget structure submitted for the SRA with separate budgets for each project. GV will liaise with PLP.
  - Project funding must be committed and available before each project is commissioned.

7 **Administration** – The NPC Order Book has been printed and is available.

7.1 **Banking** – Nothing to add

7.2 **Employees** – Nothing to add

7.3 **Plant, Equipment and Materials** – Nothing to add

## 8 **Infrastructure**

### 8.1. **NPC Projects**

#### 8.1.1. **Beach – Phase 1**

- a) Main beach: all approved repairs are now complete.
- b) We are looking at the possibility of handing the EA back to the Kouga Municipality so that they can manage all future and maintenance projects internally.
- c) Phase 1 is now complete

#### 8.1.2. **Spit – emergency buttress**

This project remains on hold.

With the potential reality of sandbags not being allowed by DEDEAT. We are exploring two alternatives

- KM to Reimburse the NPC for the bags
- The NPC to use the bags to add value to community projects or to sell them to private projects.

The view is that we should keep the bags as these may well be put to good use.

#### 8.1.3. **Phase 2 – River, Spit and Beach**

##### 8.1.3.1. **EIA process,**

- a) Due to health concerns, Colleen Ebersohn (Eco-Route) has stepped back from the EIA process. They will no longer be leading this process.
- b) We are addressing this loss by initiating the appointment of a suitably qualified environmental consultant to deliver the authorisation.
- c) DP Has drawn up the RFP document which will be sent out shortly to a list of invited Environmental consultancies
- d) The EIA will be in our procurement process

##### 8.1.3.2. **Timeline** – To be known after the appointment of the Environmental consultant

##### 8.1.3.3. **Design/ Engineering: on “hold”**

### 8.2 **8.2.1. Roads (SRA)**

8.2.2. **SFB Entrance-** EAS have been requested to proceed with the SFB entrance intersection, this project is planned to be completed by 30<sup>th</sup> November 2018. The

Links have been approached and have agreed in principal to contribute to the project.

8.2.3. **CBD Upgrade-** The SFPO Aesthetics Committee has proceeded with the planning of the CBD area. On completion of the planning a layout of the area will be handed to EAS to be used by them as a base plan for design development and schematics will be developed that can be used in our AGM presentation.

8.2.4. **“Cycle” path-** No further progress but we still plan to install the section from Peter Road to Guinevere Road by 30 November, 2018.

8.3. **8.3.1. Security Cameras**

8.3.2. We are moving ahead with **Intersec**

8.3.3. Installation of Phase 1 is planned to be complete by December

8.3.4. Kouga have provided us with a policy document and an application process, this will add a 30 day KM approval step into the CCTV project. We plan to make this submission within the first week of August.

8.3.5. **Intersec** have made contact with Bennie Bosch from the KM electrical department to quantify the connection requirements for the system. This information will where necessary be included into the formal application.

8.3.6. The final stakeholder endorsement meeting for Phase 1 of the CCTV installation was held on the 1<sup>st</sup> of August.

8.4 **Non NPC Projects**

8.4.1. Storm Water Drains: Nothing to Add

8.4.2. Sewerage: Nothing to add.

8.4.3. Internet infrastructure: Nothing to Add

8.4.4. **Cell Phone Infrastructure:** Nothing to Add

8.4.5. **Sea Vista Pathway Project:**

The Pathway project for R1.5mil is in the final stages of approval.

There has been some movement in the last month and they remain optimistic that the project will be given the go ahead before the end of August

9. **General**

9.1. An emailed letter from Hutton & Cook representing the Homestead Village community has been received. WF will draft a reply and obtain advice from Mick Scheckter.

9.2. PLP has drafted an NPC membership form to be approved by the Board.

9.3. The Technical committee will meet to discuss projects in more detail immediately after the Directors meeting (10h00 to 11h00) in future. The SFPO committee meeting will be moved to 11h00 to accommodate this.

There being no further business WF closed the meeting by thanking all for attending.

**Next Meeting Monday 3<sup>rd</sup> September 2018 – 9am – SFPO office**

Thereafter, where possible meetings will take place on the first Friday of each month.

The dates for the meetings to the end of the year:

5<sup>th</sup> October

9<sup>th</sup> November

7<sup>th</sup> December